

State of New Mexico
Children, Youth and Families
Information Technology Agreement
Contract 13-690-15244
Amendment No. Two

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **Children, Youth and Families**, hereinafter referred to as the "Procuring Agency," and **The Regents of the University of New Mexico**, herein after referred to as the "Contractor".

IT IS MUTUALLY AGREED BETWEEN THE PARTIES THAT THE FOLLOWING PROVISIONS OF THE ABOVE-REFERENCED CONTRACT ARE AMENDED AS FOLLOWS:

1. Terms and Conditions.

ARTICLE 3 – COMPENSATION – Paragraph B

B. Payment. The total compensation under this Agreement shall not exceed **\$7,003,202.00.00** including New Mexico gross receipts tax.

ARTICLE 5 – TERM

THIS AGREEMENT SHALL NEITHER BE EFFECTIVE NOR BINDING UNTIL APPROVED BY THE DoIT.

This Agreement shall terminate on **June 30, 2016**, unless terminated pursuant to Article 6. No contract term, including extensions and renewals, shall not exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

2. Exhibit A – Scope of Work

The Scope of Work is hereby amended to incorporate the following Deliverables for FY14, FY15 and FY16 to include an increase in CYFD provider services by Contractor as required by Agency.

Deliverables

Objective #1: To maintain the PreK Program website and the data collection for the State of New Mexico.

A. MAINTAIN AND SUPPORT OF www.NewMexicoPrek.org WEBSITE AND DATABASE

<u>Deliverable #1.A</u>		<u>Due Date</u>	<u>Compensation</u>
Maintain and support www.NewMexicoPrek.org website and database		Monthly ending June 30, 2016	\$17,064 per month. Not to exceed \$655,320
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION	
Maintain and support the PreK Program website and the data collection system	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Provide web designer services. • Provide data programmer services. • Maintain the PreK website including a public area for access by the general public, links to other appropriate websites and information, and a webpage for each funded PreK program that shall include program information, a list of services, and program contact information. • Continue maintenance of the PreK website. • Maintain software and hardware as needed for all current functions of the website and the database. • Maintain a contractor listserv for the Procuring Agency for ongoing communication. 	
	Sub 2	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Work with Procuring Agency's Program Manager to administer agreement. • Submit invoices on a monthly basis to Procuring Agency's Program Manager. • Submit quarterly reports to Procuring Agency. • Train, supervise, and evaluate performance of staff in order to support the PreK Program website and the data collection system. • Attend meetings as required. <p>The Procuring Agency will:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM PreK Leadership Team meetings. • Provide timely feedback and direction when requested by Contractor. • Provide payment on approved invoices on a monthly basis to Contractor 	

B. DATA COLLECTION AND REPORTING

<u>Deliverable #1.B</u>		<u>Due Date</u>	<u>Compensation</u>
Data Collection		Monthly through June 30, 2016	\$12,613 per month. Not to exceed \$450,333
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION	
Support programs and procuring agency in collection of data	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Provide training and technical assistance support to CYFD PreK programs to use the data collection system. • Monitor procedures for collecting, and organizing information for input into the data system. • Assist all data system users in accessing and using the database information system. 	

		<ul style="list-style-type: none"> • Manage and maintain the PreK data collection system, ensuring consistency and integrity of data • Oversee collection and reporting of PreK demographics, statistical and assessment information. • Perform ongoing assessment and make recommendations to enhance and modify existing data system to support all aspects of data management.
Process the New Mexico PreK Observational Assessment data	Sub 2	<ul style="list-style-type: none"> • Process the New Mexico PreK Observational Assessment data submitted by all PreK funded programs. • Aggregate the data; and • Maintain required reports for CYFD for review and acceptance.
Support the Procuring Agency in performance monitoring	Sub 3	<ul style="list-style-type: none"> • Generate monthly reports that include current children enrolled in the PreK Program and statistical information related to PreK teacher licensure and education status upon request. • Provide data download as requested for ad hoc reporting • Support PreK Program Manager in maintaining and/or improve an organized system for document retention as required for the New Mexico PreK programs

C. ANALYSIS OF DATA

<u>Deliverable #1.C</u>		<u>Due Date</u>	<u>Compensation</u>
Analysis of Data		Monthly through June 30, 2016	\$7,419 per month. Not to exceed \$265,243
Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION	
Analyze data as requested by CYFD		<p>The Contractor will:</p> <ul style="list-style-type: none"> • Provide data analyst services. • Interpret data, including statistical values, and trend analysis in approved format to be submitted to Procuring Agency for review and approval; make recommendations for adjustments. • Collect, evaluate, and prepare complex statistical data. Prepare statistical and narrative reports and recommendations, and participate in the analysis and interpretation of data. • Create standard and customized electronic reports as defined by Procuring Agency's Program Manager. • Submit electronic and hard copy reports to Procuring Agency for review and approval, on a quarterly basis. • Provide data download as requested for ad hoc reporting 	

Objective #2: Provide program support, training and technical assistance to the state-funded PreK Programs in New Mexico by conducting consultant visits, statewide training sessions based on an annual plan, and coordinating the child assessment process.

A. ON-SITE CONSULTATION SUPPORT TO NEW MEXICO PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS FOR UP TO 115CYFD PREK CLASSROOMS STATEWIDE

<u>Deliverable #2.A</u>	<u>Due Date</u>	<u>Compensation</u>
On-site consultation support to New Mexico PreK teaching staff and program administrators for up to 115 CYFD PreK classrooms statewide	Monthly through June 30, 2016	\$75,833.00 per month. Not to exceed \$3,078,890

Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Provide on-site consultation support to NM PreK teaching staff and program administrators for up to 150 CYFD PreK classrooms statewide	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Review, update and implement NM PreK Consultant Guidelines. • Conduct regularly scheduled on-site classroom visits to provide consultation for NM PreK Observational Assessment Tools (authentic observation-documentation- curriculum planning process) and developmentally appropriate practice, as well as help develop, support, and track individual program goals. • Conduct Portfolio Coaching visits in classrooms to review and provide feedback to NM PreK teachers on authentic assessment documentation. • Conduct Portfolio Accountability visits in classrooms to ensure that all portfolio documentation is complete. • Conduct on-site NM PreK Program Administrator meetings to review progress towards goals and address concerns. • Communicate on-site, via email and telephone with NM PreK teachers, administrators and internal support staff regarding site visits, assessment documentation, and other NM PreK requirements. • Complete and deliver reports electronically (for classroom, coaching, and accountability visits as well as administrator meetings) to NM PreK teachers, administrators, UNM CE staff and Procuring Agency's Program Manager and staff. • Disseminate peer-reviewed resources to NM PreK teaching staff, internal support staff and administrators. • Provide enhanced on-site consultation support to programs in the Early Childhood Investment Zones in order to support intentional teacher/child interactions.

Support the Procuring Agency in performance monitoring	Sub 2	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM PreK Leadership Team meetings. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM PreK consultants/trainers. • Track and report on consultant services and submit to Procuring Agency's Program Manager for review and acceptance. • Compile and deliver NM PreK Training and Consultation Annual Report to Procuring Agency for review and acceptance. • Submit invoices on the approved and required format on a monthly basis to Procuring Agency's Program Manager for review and acceptance.
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B. NEW MEXICO PREK OBSERVATIONAL ASSESSMENT TOOLS TRAINING AND ADMINISTRATOR MEETINGS TO PREK TEACHING STAFF AND PROGRAM ADMINISTRATORS FOR UP TO 150 CYFD PREK CLASSROOMS STATEWIDE

Deliverable #2.B	Due Date	Compensation
New Mexico PreK Observational Assessment Tools Training to PreK teaching staff and program administrators for up to 150 CYFD PreK classrooms statewide	Monthly through June 30, 2016	\$21,666.00 per month. Not to exceed \$869,291

Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Provide NM PreK Observational Assessment Tools Training and Administrator Meetings to PreK teaching staff and program administrators for up to 150 CYFD PreK classrooms statewide	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Design and develop an annual NM PreK Training/Meeting Calendar for each year supported by this contract, which includes NM PreK Observational Assessment Tools Trainings and Administrator Meetings. • Plan, develop, coordinate and deliver NM PreK Observational Assessment Tools Trainings for teachers new to NM PreK, returning teachers, internal support staff and administrators in up to 150 CYFD PreK classrooms to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy. • Plan, develop, coordinate and deliver at least two (2) NM PreK Administrator Meetings for administrators in up to 115150 CYFD PreK classrooms to include: arranging dates, times, training

		<p>space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy.</p> <ul style="list-style-type: none"> • Prepare and provide materials for NM PreK Observational Assessment Tools Training and Administrator Meetings including proofing printed material, gathering materials, etc. • Follow up on training topics during regularly scheduled consultation visits. • Provide enhanced/additional training and administrator meetings for programs in the Early Childhood Investment Zones in order to support intentional teacher/child interactions.
Support the Procuring Agency in performance monitoring	Sub 2	<ul style="list-style-type: none"> • The Contractor will: • Work with Procuring Agency's Program Manager to administer agreement. • Attend monthly/quarterly NM PreK Leadership Team meetings. • Contract with NM Early Learning Guidelines consultant, , to attend (4) NM PreK Leadership Team meetings with the focus on working with CYFD PreK consultants who are working with CYFD programs in the Early Childhood Investment Zones. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM PreK consultants/trainers. • Provide training attendance and evaluation reports to Procuring Agency's Program Manager. • Submit invoices on a monthly basis to Procuring Agency's Program Manager on the approved and required format for review and acceptance.

**C. EARLY CHILDHOOD ENVIRONMENT RATING SCALE-REVISED (ECERS-R)
SUPPORT TO NEW MEXICO PREK TEACHING STAFF AND PROGRAM
ADMINISTRATORS**

<u>Deliverable #2.C</u>	<u>Due Date</u>	<u>Compensation</u>
Early Childhood Environment Rating Scale-Revised (ECERS-R) support to New Mexico PreK teaching staff and program administrators	Monthly through June 30, 2016	\$10,833.00 per month. Not to exceed \$\$475,790

Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Provide Early Childhood Environment Rating Scale-Revised (ECERS-R/ECERS-E) support to NM PreK teaching staff and program administrators	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Design and develop an annual NM PreK Training Calendar for each contract year, which includes up to ten (10) NM PreK Early Childhood Environmental Rating Scale-Revised/Early Childhood Environmental Rating Scale-Extension Trainings. • Plan, develop, coordinate and deliver up to ten (10) NM PreK ECERS-R/ECERS-E Trainings to include: arranging dates, times, training space, training teams, registration of participants, as well as providing training content including agendas and slides, training information to PreK programs, training supplies, materials, sign-in sheets, evaluations, AV equipment and travel reimbursement within budget allotments per travel policy. • Prepare and provide materials for NM PreK ECERS-R/ECERS-E Trainings including proofing printed material, gathering materials, etc. • Ensure that the training on ECERS-R and ECERS-E focuses on items related to teachers/child interactions and using the tools for self-assessment and to support a continuous quality improvement process. • Follow up on NM PreK ECERS-R/ECERS-E training topics and goals for classrooms during regularly scheduled consultation visits. • Provide enhanced/additional ECERS-R/ECERS-E training for programs in the Early Childhood Investment Zones.

Support the Procuring Agency in performance monitoring	Sub 2	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Work with Procuring Agency's Program Manager to administer agreement. • Attend monthly/quarterly NM PreK Leadership Team meetings. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM PreK consultants/trainers. • Provide training attendance and evaluation reports to Procuring Agency's Program Manager. • Submit invoices on a monthly basis to Procuring Agency's Program Manager for review and acceptance.
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Objective #3: Provide differentiated program support, training and technical assistance to the state-funded PreK Programs in New Mexico that aligns with each programs current level of need and ability to sustain change by conducting consultant visits, targeted training sessions based on individual Continuous Quality Improvement Plans, and coordinating the child assessment process.

A. DIFFERENTIATED CONSULTATION AND SUPPORT TO PREK CLASSROOMS THAT ALIGNS WITH EACH CLASSROOMS LEVEL OF NEED

<u>Deliverable #3.A</u>	<u>Due Date</u>	<u>Compensation</u>
Differentiated consultation and support to PreK classrooms that aligns with each classroom's level of need	Monthly through June 30, 2016	\$41,667.00 per month. Not to exceed \$1,208,335

Task Item	Sub Tasks	SCOPE OF WORK DESCRIPTION
Provide differentiated consultation and support to PreK classrooms that aligns with each classroom's level of need	Sub 1	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Review, update and implement NM PreK Consultant Guidelines. • Collaborate with NM PreK Leadership Team in case management and designation of the level of support for each CYFD NM PreK classroom. Assign each classroom to the Foundational, Concentrated, or Maintenance category of differentiated consultation and training. • Conduct a technology survey in every one of the 150 classrooms CYFD NM PreK classroom to determine the capacity for virtual consultation. <p>Foundational Level classrooms will receive ongoing consultation and training as described in Deliverable #<2.A, 2.B and 2.C, Subtasks 1 and 2.</p>

		<ul style="list-style-type: none"> • New Classrooms on the Foundational Level will receive ongoing consultation and training as described in Deliverable #2.A, 2.B and 2.C and Subtasks 1 and 2 plus additional support including: <ul style="list-style-type: none"> ○ One meeting with Consultant to assist programs and PreK Administrative Team in the development and implementation of a system that follows up on standardized NM PreK First Year Teacher Training. ○ Follow-Up Training in the spring semester for all NM PreK teachers and program administrators. This one day training will include a refresher on the NM PreK authentic observation-documentation- curriculum planning process and guided reflections on how this process is being implemented in programs. ○ Administrator Training <i>(To be developed) A collaborative effort between CYFD/OCD and NM PreK Leadership staff to develop a training for administrators on various PreK requirements and administrative policies for successful early childhood programs.</i> • In the pilot, up to fifteen (15) Concentrated Level classrooms will receive ongoing consultation and training as determined on Deliverable #<2.A, 2.B and 2.C, Subtasks 1 and 2. plus enhanced consultation and support services including: <ul style="list-style-type: none"> ○ 4 visits per month, 2 of which may be virtual. ○ Monthly administrator meetings. ○ Training on how to use video recording technology. • In the pilot, up to eleven (11) Maintenance Level classrooms will receive ongoing consultation support and training as determined on Deliverable #<2.B and 2.C, Subtasks 1 and 2. Including: <ul style="list-style-type: none"> ○ A minimum of three visits per semester (on-site and/or virtual). ○ Training on how to use video recording technology. <p>Video sharing and Continuous Quality Improvement.</p>
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Support the Procuring Agency in performance monitoring	Sub 2	<p>The Contractor will:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM PreK Leadership Team meetings. • Record and deliver meeting notes to Procuring Agency's Program Manager. • Train, supervise, and evaluate performance of NM PreK consultants/trainers. • Track and report on consultant services and submit to Procuring Agency's Program Manager for review and acceptance. • Compile and deliver NM PreK Training and Consultation Annual Report to Procuring Agency for review and acceptance. • Submit invoices on the approved and required format on a monthly basis to Procuring Agency's Program Manager. <p>The Procuring Agency will:</p> <ul style="list-style-type: none"> • Attend monthly/quarterly NM PreK Leadership Team meetings. • Provide timely feedback and direction when requested by Contractor. • Provide payment on approved invoices on a monthly basis to Contractor.
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All remaining articles of the original contract remain the same.

FINANCIAL INFORMATION

UNIVERSITY OF NEW MEXICO DIVISION OF CONTINUING EDUCATION AND COMMUNITY SERVICES PREK SUPPORT

Objective Number 1:

Deliverable # 1.A. Maintain and support of
website and database

Deliverable # 1.. Data collection and reporting

Deliverable # 1.. Analysis of data

FY2013:	\$186,387
FY2014:	\$294,205
FY2015:	\$445,152
FY2016:	\$445,152

Subtotal (Objective #1): \$1,370,896

Objective Number 2:

Deliverable # 2.A. On-site consultation support to New Mexico PreK
teaching staff and program administrators for up to 150
CYFD PreK classrooms statewide. Enhance training support
in the Early Childhood Investment Zones.

Deliverable # 2.B. New Mexico Prek Observational Assessment Tools
Training to PreK teaching staff and program administrators
for up to 150 CYFD PreK classrooms statewide.

Deliverable # 2.C. Early Childhood Environment Rating Scale-Revised
(ECERS-R) support to New Mexico PreK teaching staff
and program administrators.

FY2013:	\$ 809,901
FY2014:	\$1,014,102
FY2015:	\$1,299,984
FY2016:	\$1,299,984

Subtotal (Objective #2): \$4,423,971

Objective Number 3:

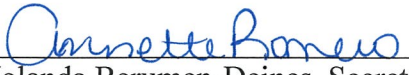
Deliverable # 3.A . Differentiated consultation and support to PreK classrooms that aligns with each
classroom's level of need.

FY2013:	\$ 0
FY2014:	\$ 208,335
FY2015:	\$ 500,000
FY2016:	\$ 500,000

Subtotal (Objective #3): \$1,208,335

TOTAL CONTRACT AMOUNT AS AMENDED: \$7,003,202

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.

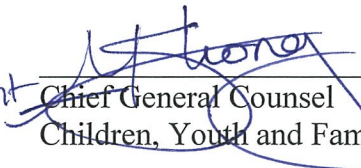
By:  Date: 3/20/14
Yolanda Berumen-Deines, Secretary
Children, Youth and Families Department

By:  Date: 3/24/14
Julian Sandoval, Director
Finance, Payroll Systems and Restricted Accounting, Main A13 - 0394

By:  Date: 3/20/14
Chief Information Officer
Children, Youth & Families Department

By:  Date: 3-20-14
Chief Financial Officer
Children, Youth and Families Department

Approved for legal sufficiency:

By:  Date: 3/19/14
Assistant Chief General Counsel
Children, Youth and Families Department

Approved as to information technology contractual specifications and compliance with the Department of Information Technology Act, Laws 2007, Chapter 290 and any and all Executive Orders relating to Information Technology issued by the Governor of the State of New Mexico:

By:  Date: 7 APR 2014
Darryl Ackley, Secretary and State CIO
Department of Information Technology